Grants & Grants Project Data Collection

Frequently Asked Questions (FAQ's)

Grant Awards Template

Grants tab

Q: How do I determine if I have the full list of grants for my department?

A: The list of Grants included on this workbook are those grants with transactions from the last fiscal year through November 2019. Your department should add grants that are active due to audit, or contains balances (i.e. AR, Retainage, etc.) but not in the list provided. Index codes for them should be provided as well (See Grant Project Workbook).

Q: What date should be entered into the **End Date** column if my department has 30 days after grant end date to close the grant?

A: Enter the grant end date on the agreement. This field does not actually restrict expenditures nor billings and is informational only.

Q: Is the Department column the same value as the Department CF task provided to the GL Team?

A: Yes. The value should be from the Department CF task. The department CF value to enter should be the organization within your department that is responsible for managing and administrating the grant. This is not the organization that will be executing the grants.

Q: What amount should be entered into the Total Award Amount if the Grant has Matching?

A: Only the Sponsor's portion of the award should be entered here. The amount you enter here is the total of all budget line items/funding categories defined in the grant agreement.

Q: What needs to be entered for Capital Funded Grants? What do we do if a Grant**,** which funds a Capital Project**,** is missing?

A: All active Grants need to be entered into this worksheet. For any Grant**,** which is funding a Capital Project, we will need at a minimum the following:

- All Information on the Grants tab
- Under the Grant Line Items tab be sure to do the following:
  - Enter **Award Line Item Number** as you would a normal Grant.
  - Enter the **Funding Amount** as you would for a normal Grant.

Grant Line Items tab

Q: What is the Award Line Item Number for? How do we determine what to put for each Grant?

A: Per the instructions, you should *provide a sequential number (1, 2, 3...) for each different funding line items/category in the grant agreement*. Grant lines should be determined based on the list of budget line items/funding categories in your grant agreement that have funding limits.

Q: What amount do you enter in the Funding Amount column if a Grant has no Billing Limit?

A: Enter the amount $9,999,999,999 as this will exceed any amount possibly spent.

Q: What amount do you enter in the Funding Amount column if a Grant provides an amount over multiple years? (i.e. $100,000 over 4 years)

A: Enter the amount actually awarded. (i.e. If amount actually awarded is the 4-year amount, enter $100,000. If only 1 year is awarded at a time, enter $25,000).

Grant Projects Template

Distinct Grant Projects tab

Q: Where did the Location value come from?

A: This value is configured by the EDGE team for each department and is taken from a standardized location list which will be used in EDGE PeopleSoft going forward. The value you see is the one for your department's administrative location.

Q: Who is the Project Manager for the Grant?

A: The Project Manager should be the central grant administrator/manager for the department. This is not the project manager that is executing the grants.

Q: Is the Start and End Date for a Grant Project different than the same dates on the Grant?

A: The Start Dates on the Grant Project should be the same as the Start and End Dates on the Grant.

Grant Activities tab

Q: Does the Grant Activities information need to be filled out if this Grant funds a Capital Project?

A: If the Grant is funding a Capital Project, you do not need to map these index codes to a Project Activity. Disregard this sheet.

Q: What are the index codes that need to be included?

A: The list of index codes included in the workbook is based on index codes that have transactions in the last fiscal year through November 2019. The department should add additional index coded that are tied to active grants but are **closed** or **no longer used** due to funding change or organization change.

Q: Is an Activity the same as a Sub-Object?

A: An Activity is not the same as a Sub-Object. GL Accounts in PeopleSoft will represent the Sub-Objects. An Activity may be a grouping of Sub-Objects or any other method to break down the costs of a Project into categories for Expense tracking.

Q: What are the **recommended** reasons to create additional Activities?

A: The following are reasons to create Activities for a Grant Project:

1. At a minimum, you should have at least one Activity for each Grant Line Item (please refer to the Grant Award collection workbook)
2. If you have costs which are deemed ineligible by the sponsor, you can use a separate Activity to keep those costs separate from those which are eligible.
3. Activities should be defined based on how your department wants to track and report expenditures. At a minimum, you should have at least one activity for each budget line item/funding category defined in the grant agreement. Each Project and Activity combination can only be assigned to one Grant Lines.

Q: What are ***not recommended*** reasons to create additional Activities?

A: The following are ***not recommended*** reasons to create Activities for a Grant Project:

1. Revenues vs. Expenses. Revenues and Expenses will actually be coded to the same Activity. Using a combination of GL Account (sub-object), fund and activity, you can still report on expenditures and revenues from multiple funding sources (for grants with matching). There shouldn't be a separate revenue activity from expense activity.